



# **Philadelphia Federal Executive Board**

## **FY 12 Annual Report**

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**Executive Director**  
**October 15, 2012**

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## FEB Background

President John F. Kennedy established FEBs by Presidential Directive in 1961 to achieve better interagency coordination and communication among Federal departments and activities outside of Washington, DC.

The need for effective coordination among Federal organizations' field activities was clear then and is even more important in today's environment. Approximately 88% of all Federal employees work outside of the National Capital area and most Federal programs are implemented through the regional and district offices of Federal departments and agencies as they are the Federal government's principal representatives to the vast majority of citizens.

The Boards function in 4 general areas: (1) Coordinating local approaches to national programs and shared management needs; (2) Providing a forum for the exchange of information between Washington and the field about programs, management methods and administrative issues; (3) Communicating from Washington to the field about management initiatives and other concerns for the improvement of coordination; and (4) Raising awareness at the national level of local issues with potential far reaching impacts. Per regulation, the Director, US Office of Personnel Management (OPM), maintains oversight of the FEB Network.

Today, there are 28 FEBs located in areas with a significant Federal population. FEBs are comprised of the highest ranking local officials from each Federal agency in the geographic area. The Philadelphia leadership team consists of a Policy Committee with a Chair, First Vice Chair, Second Vice Chair, several at-large members who serve at the discretion of the Chair, as well as councils and committees specific to FEB programs. An Executive Director manages the board's daily operations.



## **The Federal Executive Board National Network**

Vision: Creating partnerships for intergovernmental collaboration.

Mission: To create value to the public by fostering communication, coordination, and collaboration with Federal, state, and local government agencies.

Guiding principles:

1. Account for outcomes
2. Respond to local needs and national priorities
3. Leverage resources
4. Balance priorities
5. Promote the FEB network

### **Strategic Objectives**

The Federal Executive Boards will –

1. Deliver services under two Lines of Business:
  - Emergency Preparedness, Security and Employee Safety
  - Human Capital Readiness
2. Advance local and national initiatives through intergovernmental partnerships
  - Building the capacity of the Federal Executive Board
  - Combined Federal Campaign or other community outreach

## **Philadelphia FEB at a Glance**

**Federal Employees and Agencies:** About 45,000 employees, including civilians, military, and postal, in over 130 organizations.

**Area served:** The formal area covered by the Philadelphia FEB includes Philadelphia, Bucks, Montgomery, Chester, and Delaware counties in Pennsylvania, and Camden, Burlington, and Gloucester counties in New Jersey. Operationally, we cover southern New Jersey up to and including the McGuire-Dix-Lakehurst installation, and northern Delaware as far south as New Castle County. Agencies further west in Pennsylvania participate in Philadelphia FEB activities on an occasional basis.

**Leadership:** FEB Officers of Chair, 1st Vice Chair, and 2nd Vice Chair positions are held by agency heads from local Federal agencies who have volunteered.

**Host Agency:** The Philadelphia FEB was established in 1961. DLA Troop Support has been the host agency since 1995. The FEB Executive Director position is DoD funded. Selected in-kind voluntary support is provided by FEB member agencies.

**Staff:** Current FEB staff consists of the Executive Director.

**Major Programs:** Excellence in Government Awards Ceremony and Luncheon each May, and EEO/Diversity Day of Training each November. Other annual programs include Intergovernmental Women's Conference, Reverse Job Fair, Intergovernmental Emergency Exercise Liberty Down, Combined Federal Campaign of Southeastern PA and Lehigh Valley, and FEB Food Drive.

**Web site:** [www.philadelphia.feb.gov](http://www.philadelphia.feb.gov)

**Facebook:** Philadelphia Federal Executive Board

**Twitter:** PhillyFEB

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Twitter: PhillyFEB

## **FEB Officers**

### **Chair**

V. Chapman-Smith  
Regional Liaison  
National Archives and Records Administration

### **1<sup>st</sup> Vice Chair**

Margaret M. Mannion  
Senior Commissioner's Representative  
Internal Revenue Service

### **2<sup>nd</sup> Vice Chair**

Brian Patton  
Warden  
Federal Detention Center

## **Policy Committee**

Michael Smith  
Director, Office of Policy & Oversight, OPM

Terry Stradtman  
Regional Commissioner, SSA

James Newsom  
Assistant Regional Administrator for Policy &  
Management, EPA

Robert McKenrick  
Director, VA Benefits Administration

Richard Ellis  
Deputy Commander, DLA Troop Support

Fernando Armstrong  
Regional Director, US Census Bureau

Mary J. Howard  
Director, Compliance Operations, IRS

Spencer H. Lewis, Jr.  
Acting District Director, EEOC

Maryann Tierney  
Regional Administrator, FEMA

Sara Manzano-Diaz  
Regional Administrator, GSA

Rose Marie Flynn  
Senior Program Manager, NAVICP

Dennis Reidenbach  
Regional Director, NPS

Gregory Lefever  
Regional Administrator-OASAM, DOL

Cynthia MacLeod  
Superintendent, Independence NHP

## **Executive Summary**

### **Emergency Preparedness, Security, and Employee Safety**

The Philadelphia Federal Executive Board hosted “Liberty Down 12,” our interagency tabletop emergency exercise, in August 2012. Attended by 90 participants from 35 federal and state organizations, the exercise provided an opportunity for agencies to consider the effectiveness of their emergency plans and procedures during an earthquake, an event most employees considered unlikely until Philadelphia felt the ground move during the Virginia earthquake a year earlier. A speaker from the US Geological Survey shared information about earthquakes and their effects, enabling attendees to fully appreciate the devastation that could be wrought in the event of another quake.

The Continuity Working Group sponsored several presentations and speakers that drew wide attendance, including the Federal Facility Threat Picture, Active Shooter Awareness, and Incident Command. Response has been positive and the presentations on preparedness issues will continue on a regular basis. Through these open events, the Continuity Working Group has been able to stimulate interest in preparedness beyond participating in the interagency exercise.

### **Human Capital Readiness**

The hallmark training event of the year is our annual EEO/Diversity Day of Training. The theme for the November 2011 event was “Partnering for Inclusion and Equality,” and featured a plenary session as well as 23 workshops on topics related to diversity, supervision, and leadership. With 630 attendees, this is one of the “can’t miss” events for the Philadelphia FEB, and post-event evaluations indicated that 98.7% of attendees would recommend the Day of Training to others. Five Partners in Equality Achievement Awards were presented at the event.

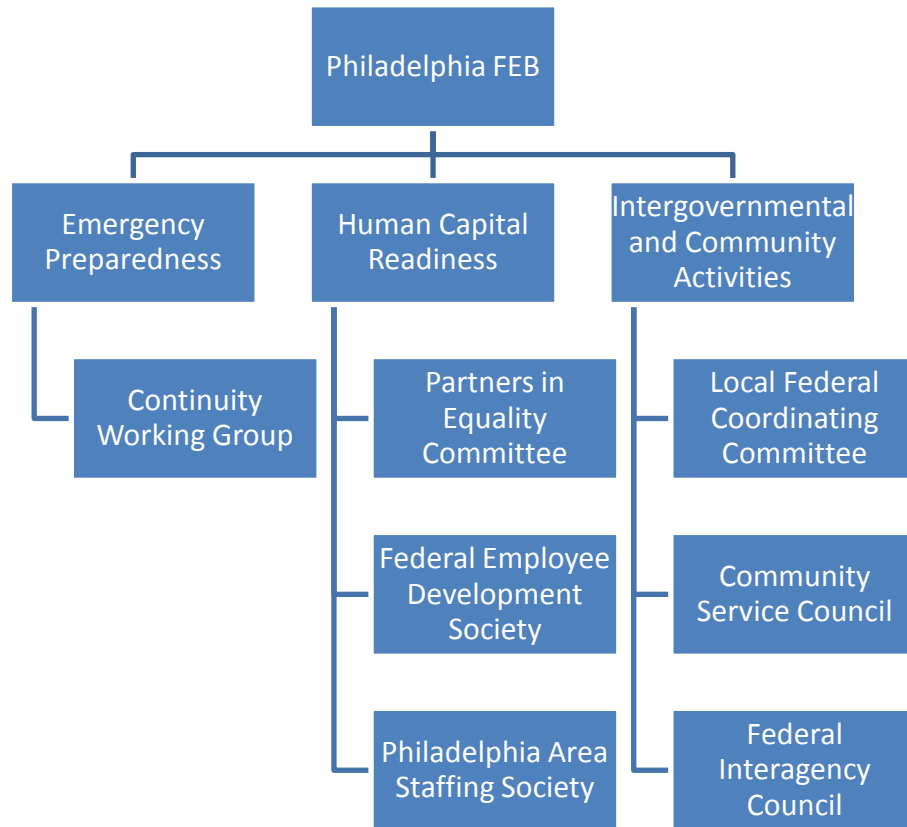
Growth in the cadre of qualified and available mediators to participate in our Shared Neutrals program and support local mediation needs was one of the successes for this year. In FY 11, the Philadelphia FEB was able to respond to two cases, and resolved only one. In FY12, we received roughly a dozen requests for mediators, were able to fulfill requests approximately 85% of the time, and assisted in settling 40% of the cases. Even when we weren’t able to help the parties resolve a complaint entirely, we did allow for enhanced communication, and gave the parties an open/safe forum to discuss the issues.

### **Intergovernmental and Community Activities**

Our annual Excellence in Government Awards program was again one of the highlights of the year. There were 583 attendees, 200 nominations representing 1125 employees from 31 agencies, and 59 medals awarded representing 281 employees from 19 agencies. We continue to refine and modify the Awards to ensure that the needs of the federal community are considered and met, and response to the updates has been positive.

The Combined Federal Campaign of Southeastern Pennsylvania and Lehigh Valley raised \$2.74 million in pledges from federal employees during our 2011 campaign, an increase of 1.9% over the 2010 campaign. Contributions represent participation by about 22% of the total civilian, military, and postal employees in the area, and an increase of 4% to the average gift. The 2011 campaign also saw our CFC expand to include Berks and Lancaster counties in Pennsylvania, bringing greater efficiencies and lowering the overall cost of conducting the Combined Federal Campaign. Philabundance, our local food bank, was the largest single local recipient of designated funds from the 2011 pledges.

## Local FEB Committees





# Annual Report

## **Emergency Preparedness, Security, and Employee Safety**

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The “Philadelphia FEB Weather Emergency Plan” was revised and expanded to a “Philadelphia FEB All Hazards Plan” in early FY 12. The updated plan now closely resembles the “Washington, DC, Area Dismissal and Closure Procedures” issued by OPM. In addition to continuing to communicate the multiple venues available (web site, Facebook, and Twitter) to receive operating status recommendations, a “Members Only” page was established on the Philadelphia FEB web site to alert agency senior leaders to developing conditions. The page is available only to the FEB Members and alternates, and enables posting by all Members on their status and conditions.

The Philadelphia FEB regularly communicated the planned activities and protests with the potential to disrupt federal organizations. The “Occupy Philly” movement sponsored several demonstrations during the year, and the “Occupy National Gathering” took place in Philadelphia, coinciding with the celebrations of Independence Day. The demonstrations remained peaceful and did not adversely impact Federal operations.

Through OPM, the Philadelphia FEB has been able to migrate from USP3 to “Communicator! NXT” as our emergency communication system. The new system has greater flexibility in messaging capability and designated recipients than the previous system, and is accessible from any computer. Philadelphia FEB information should be loaded and the system fully functional in early FY 13.

In addition to our annual interagency exercise and the presentations sponsored by the Continuity Working Group, the FEB promoted National Preparedness Month as a member of the National Preparedness Coalition and emphasized the importance of building a disaster survival kit.

## Human Capital Readiness

The hallmark training event of the year is our annual EEO/Diversity Day of Training. The theme for the November 2011 event was “Partnering for Inclusion and Equality,” and featured a plenary session as well as 23 workshops on topics related to diversity, supervision, and leadership. With 630 attendees, this is one of the “can’t miss” events for the Philadelphia FEB, and post-event evaluations indicated that 98.7% of attendees would recommend the Day of Training to others. Five Partners in Equality Achievement Awards were presented at the event. This day is the result of many hours of hard work and dedication from the Partners in Equality (PIE) Council members.



In addition to the EEO/Diversity Day of Training, the PIE Council works in three other areas: Careers in Government Outreach, quarterly presentations on diversity topics, and Shared Neutrals/Alternate Dispute Resolution.

The PIE Careers in Government Outreach team establishes partnerships with local colleges and universities to inform students about possible careers in the federal government and helps recruit qualified and diverse candidates to federal service. They also keep colleges, universities, and interested students apprised of different employment mechanisms available, e.g., internships, handicapped appointments, etc. During FY12 the members of the Careers in Government Team visited four colleges and universities and participated in six career/job fairs, engaging with over 800 students and faculty.



PIE sponsors three quarterly meetings each year, with the EEO/Diversity Day of Training considered the fourth quarterly meeting. This year, PIE was able to host presentations from Veronica Villalobos and Ray Decker, both of OPM, speaking on the Executive Order on Diversity and Inclusion and the President's Veterans Hiring Initiatives; a presentation from Mike Frankel of EPA on "LGBT 101: A Tool Kit to Building a Lesbian, Gay, Bisexual and Transgender Friendly Workplace," and a presentation from Cynthia Ferentino, Ph. D., MSPB, on "Preserving the Integrity of the Federal Merit System." All three meetings

were noteworthy for the outstanding quality of the presentations and the spirited discussions around the topics with interested and engaged attendees.

PIE sponsors a Shared Neutrals/Alternate Dispute Resolution Team, known as SMART. Growth in the cadre of qualified and available mediators to participate in our Shared Neutrals program and support local mediation needs was one of the successes for this year. In FY 11, the Philadelphia FEB was able to respond to two cases, and resolved only one. In FY12, we received roughly a dozen requests for mediators, were able to fulfill requests approximately 85% of the time, and assisted in settling 40% of the cases. Use of the SMART mediators generated a cost avoidance of \$288,027 for the federal community (see cost avoidance information for details). Even when we weren't able to help the parties resolve a complaint

entirely, we did allow for enhanced communication, and gave the parties an open/safe forum to discuss the issues. Making Basic Mediation and Advanced Mediation a standard offering in the Philadelphia FEB training calendar will continue our development of new mediators to support the program.

The Philadelphia Federal Executive Board sponsored several training classes throughout the year, focusing on areas that are important to all agencies, regardless of mission or location. With ten training classes this year on diverse topics such as teamwork, mediation, suitability, and writing, the Philadelphia FEB was able to generate a cost avoidance of \$258,480 (see cost avoidance information for details).

The Philadelphia Area Staffing Society, or PASS, once again held a "Reverse Job Fair" for local Federal agencies and colleges. The fair gives Federal agencies an opportunity to discuss what kinds of skills they will be seeking, which enables the colleges to direct their students appropriately, and give the colleges a chance to discuss the recruiting process and any issues with agencies. Topics related to hiring college students were also shared by OPM.

One of the efforts this year focused on the revitalization of the Federal Employee Development Society (FEDS), a group focused on training in the federal sector. One of the group's accomplishments is the establishment and sharing of the FY 13 FEB training calendar during FY 12 Q 4, enabling training officers to plan and budget for the following fiscal year. The group continues to work on identifying individuals from federal agencies to offer free training through the FEB and keep overall training costs low.

The Philadelphia FEB sponsored a multi-carrier service day, giving federal employees the opportunity to discuss service benefits issues with several of the most popular health plan representatives. This was a first-time event for the Philadelphia FEB, and carrier representatives were kept busy with the many employees stopping by, asking questions, and getting issues resolved.

## **Intergovernmental and Community Activities**

The Combined Federal Campaign of Southeastern Pennsylvania and Lehigh Valley raised \$2.74 million in pledges from federal employees during our 2011 campaign, an increase of 1.9% over the 2010 campaign. Contributions represent participation by about 22% of the total civilian, military, and postal employees in the area, and an increase of 4% to the average gift. The 2011 campaign also saw our CFC expand to include Berks and Lancaster counties in Pennsylvania, bringing greater efficiencies and lowering the overall cost of conducting the Combined Federal Campaign. Philabundance, our local food bank, was the largest single local recipient of designated funds from the 2011 pledges.

We were very fortunate to have the commitment and dedication of Ms. Linda Chero, FAS Regional Commissioner, GSA, who served as our Chair of the 2011 CFC. Ms. Chero personally approached several of her peers and colleagues regarding the importance of the campaign, and led a splendid effort to reach the leadership and ask for their assistance in having a successful campaign. Our kickoff event was attended by none other than Ben Franklin, who reminded us that while a penny saved is a penny earned, a penny shared with others in philanthropy is more than a penny earned.



Our annual Excellence in Government Awards program was again one of the highlights of the year. There were 583 attendees, 200 nominations representing 1125 employees from 31 agencies, and 59 medals awarded representing 281 employees from 19 agencies. We continue to refine and modify the Awards to ensure that the needs of the federal community are considered and met, and response to the updates has been positive. The Awards Program was a real celebration of the difficult and innovative work done by Federal employees every day.

The Federal Interagency Council provides a forum for federal collaboration and partnership opportunities that promote job creation, employment, and training, and seeks to improve economic security for America's families. It also serves as a clearinghouse for identifying and leveraging federal resources and grant funding announcements; and for informing and supporting community organizations. The Council is supporting the President's Executive Order on Strong Cities/Strong Communities (SC2) in Chester, PA as well as the Executive Order on the Impact of Natural Gas Drilling with a special focus on the Marcellus Shale gas reserves in the Pennsylvania and West Virginia areas. The Council has galvanized the federal community to actively carry out the President's initiatives, share information on federal agency initiatives and activities and assist community organizations.

The Philadelphia FEB established a Community Service Council this year to coordinate activities and community outreach efforts across federal agencies. The first effort sponsored by the Council was "Books for Chester," which supported the Strong Cities, Strong Communities (SC2) initiative in Chester. New children's books were collected and sorted into age appropriate sets. The sets were presented at the end of the "Education Summit" in Chester as incentives to encourage parents to get involved and to encourage children to stay in school. It was a good kick off to the school year. The Council expects to run 3 - 4 different collections each year.

The Philadelphia FEB sponsored a federal-wide Food Drive again this year, which is successful largely due to the commitment of the USDA Food and Nutrition Service to coordinate the pickup of donations. This year, through the combined efforts of 25 Philadelphia area Federal agencies, the FEB/FNS Neighbor to Neighbor food drive collected 9,172 pounds of nutritious food to help ease the burden of our neighbors in need. The effort reflects the overwhelming compassion and commitment toward our local community; especially during these tough economic times.

In partnership with the American Red Cross, the Philadelphia FEB helped to coordinate and publicize blood drives sponsored by local federal agencies. The coordination was largely to help avoid multiple blood drives scheduled for the same day that would draw from the same pool of potential donors. While not all agencies took advantage of the extra publicity offered, those blood drives advertised by the Philadelphia FEB resulted in a collection of 884 units of blood between January and September 2012, with a potential life saving capability of 2652 people. This figure represents only a partial impact of the federal community through blood donations.

The Philadelphia FEB once again acted as the coordinator for the Federal Employee Education and Assistance Fund (FEEA) scholarship committee for Pennsylvania. The scholarship reviewers represented several agencies, management and non-supervisors, labor unions, and management associations, and included reviewers from outside the Philadelphia area who were able to participate in the final determination of winners via conference call. We reviewed 139 applications to identify the 6 recipients of \$1000 scholarships.

## Cost Avoidance

Combined Federal Campaign (CFC) 2011 Total Contributions	\$2.74 Million
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Awards and Recognition (name of event)	Number of Attendees	Number of Awards Presented
Partners in Equality Awards	630	5
Combined Federal Campaign	180	83
Excellence in Government	583	59
<b>Totals:</b>	1393	147

Alternate Dispute Resolution (ADR) - Shared Neutrals Program	Number of Cases Accepted	Number of Cases Resolved	Cost Avoidance Per Resolution	Total Cost Avoidance Realized	Resolution Rate
Workplace Dispute	0	0	\$17,615.75		
Pre-EEO Complaint	10	4	\$72,006.73	288,026.92	40%
EEO Complaint (after entering formal process)	0	0	\$68,748.87		
<b>Totals:</b>	10	4		<b>\$288,026.92</b>	

FEB- Sponsored Training Opportunities	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
AP Writing	226	50	175	21	3696
High Impact Teams	635	135	500	23	11500
LIFO		468	-135	12	-1620
EEO/Diversity Day of Training	416	190	226	630	142380
Mediation	793	250	543	24	13032
Intergovernmental Women's Training Conference	433	25	408	80	32640
Suitability	285	0	285	100	28500
Advanced Mediation	529	175	365	19	6726
Retirement Planning	296	75	221	83	18353
Leadership: Making a Difference	609	140	469	7	3283
<b>Totals:</b>					<b>\$258,480</b>